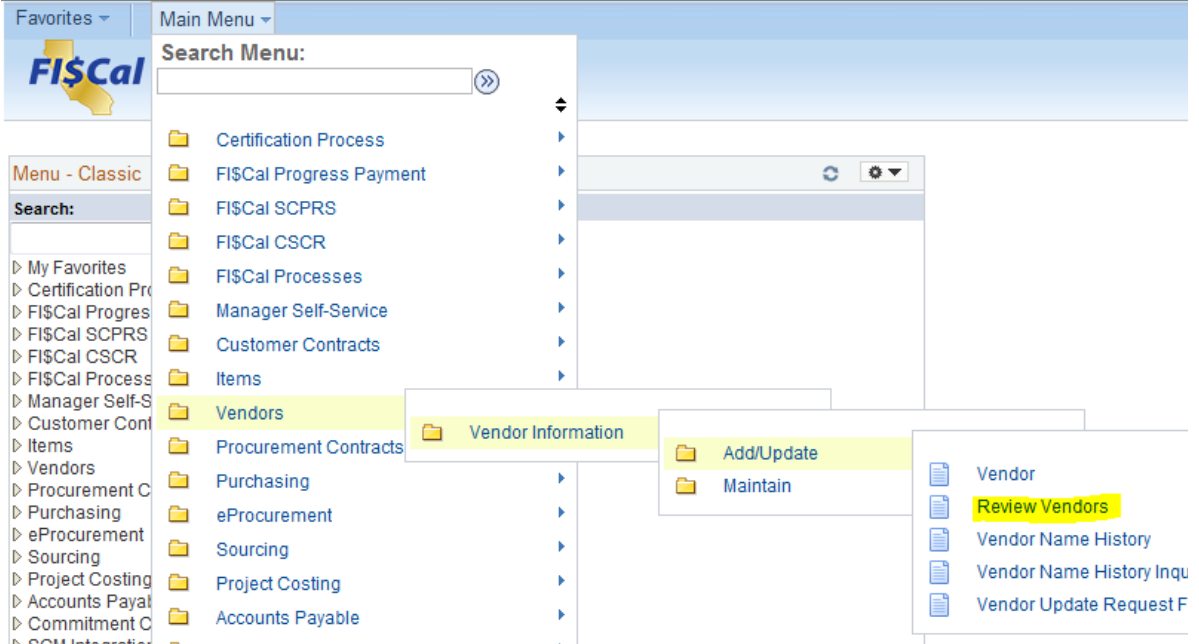
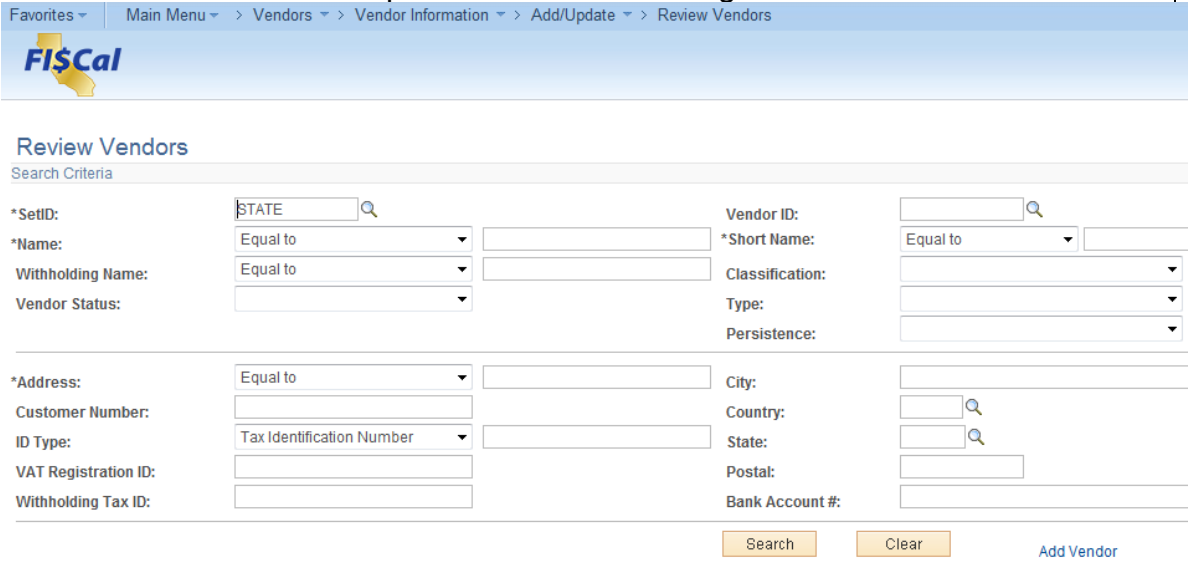


Search for a Vendor ID in FI\$Cal

Step	Action
	Scenario 1: Have Vendor Viewer Role in FI\$Cal
1	Log in to FI\$Cal
2	Click "Main Menu"
3	Click "Vendors"
4	Click "Vendor Information"
5	Click "Add/Update"
6	Click "Review Vendors"
	
7	Click on the Name field drop down menu and change to "Contains"
	
8	Enter as much of the Vendor information you have

9

Click "Search"

Review Vendors

Search Criteria

*SetID:	STATE	Vendor ID:	
*Name:	Contains	*Short Name:	Equal to
Withholding Name:	Equal to	Classification:	
Vendor Status:		Type:	
		Persistence:	
<hr/>			
*Address:	Equal to	City:	Sacramento
Customer Number:		Country:	USA
ID Type:	Tax Identification Number	State:	CA
VAT Registration ID:		Postal:	
Withholding Tax ID:		Bank Account #:	
<div>Search</div> <div>Clear</div> <div>Add Vendor</div>			

10

Search Results will populate

Review Vendors

Search Criteria

*SetID:	STATE	Vendor ID:	
*Name:	Contains	*Short Name:	Equal to
Withholding Name:	Equal to	Classification:	
Vendor Status:		Type:	
		Persistence:	
<hr/>			
*Address:	Equal to	City:	Sacramento
Customer Number:		Country:	USA
ID Type:	Tax Identification Number	State:	CA
VAT Registration ID:		Postal:	
Withholding Tax ID:		Bank Account #:	
<div>Clear</div> <div>Add Vendor</div>			

Search Results

Personalize Find View All First 1-2 of 2 Last									
Main Information Additional Vendor Info Audit Information									
SetID	Vendor ID	Name 1	ShortName	Address	City	State	Country	Effective Status	
STATE	0000005211	OFFICE MAX #1023	OFFICEMAX1-001	1707 J ST	SACRAMENTO	CA	USA	Active	
STATE	0000037318	OFFICE MAX	OFFICEMAX-002	1555 RIVER PARK DR SUITE 211	SACRAMENTO	CA	USA	Active	

11

Look at address and Click on “Additional Vendor Info” tab to ensure you are selecting the correct Vendor

Review Vendors

Search Criteria

*SetID:	STATE	Vendor ID:	
*Name:	Contains Office Max	*Short Name:	Equal to
Withholding Name:	Equal to	Classification:	
Vendor Status:		Type:	
		Persistence:	
*Address:	Equal to	City:	Sacramento
Customer Number:		Country:	USA
ID Type:	Tax Identification Number	State:	CA
VAT Registration ID:		Postal:	
Withholding Tax ID:		Bank Account #:	

Search

Clear

Add Vendor

Search Results

Personalize | Find | View All | First 1-2 of 2 | Last

Main Information									
Additional Vendor Info									
Audit Information									
SetID	Vendor ID	Name 1	ShortName	Address	City	State	Country	Effective Status	
STATE	0000005211	OFFICE MAX #1023	OFFICEMAX1-001	1707 J ST	SACRAMENTO	CA	USA	Active	
STATE	0000037318	OFFICE MAX	OFFICEMAX-002	1555 RIVER PARK DR SUITE 211	SACRAMENTO	CA	USA	Active	

12

Ensure the Vendor status is “Approved”

Review Vendors

Search Criteria

*SetID:	STATE	Vendor ID:	
*Name:	Contains Office Max	*Short Name:	Equal to
Withholding Name:	Equal to	Classification:	
Vendor Status:		Type:	
		Persistence:	
*Address:	Equal to	City:	Sacramento
Customer Number:		Country:	USA
ID Type:	Tax Identification Number	State:	CA
VAT Registration ID:		Postal:	
Withholding Tax ID:		Bank Account #:	

Search

Clear

Add Vendor

Search Results



Personalize | Find | View All | First 1-2 of 2 | Last

Main Information									
Additional Vendor Info									
Audit Information									
Status	Persistence	AR Number	Withholding	Withd Name	VAT Vendor	Open For Ordering	Sanctions Status		
Approved	Corporation	Regular	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Valid		
To Be Archived	Corporation	Regular	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Valid		

13


Copy the Vendor ID



Search Results

Personalize | Find | View All |   First 1-2 of 2 Last

Main Information

Add New Information



SetID	Vendor ID	ShortName	Address	City	State	Country	Effective Status	
STATE	000005211 	OFFICE MAX #1023	OFFICEMAX1-001	1707 J ST	SACRAMENTO	CA	USA	Active
STATE	0000037318 	OFFICE MAX	OFFICEMAX-002	1555 RIVER PARK DRSUITE 211	SACRAMENTO	CA	USA	Active

14

If your Vendor cannot be found, the individual(s) in your department that have the FI\$Cal Vendor Processor role will need to enter the Vendor information and scan and attach the signed Std. 204 inside the FI\$Cal system.

For questions on how to add a vendor, please contact the FI\$Cal Service Center fiscalservicecenter@fiscal.ca.gov.

Scenario 2: Do not have the Vendor Viewer Role in FI\$Cal

1

Log in to FI\$Cal

2

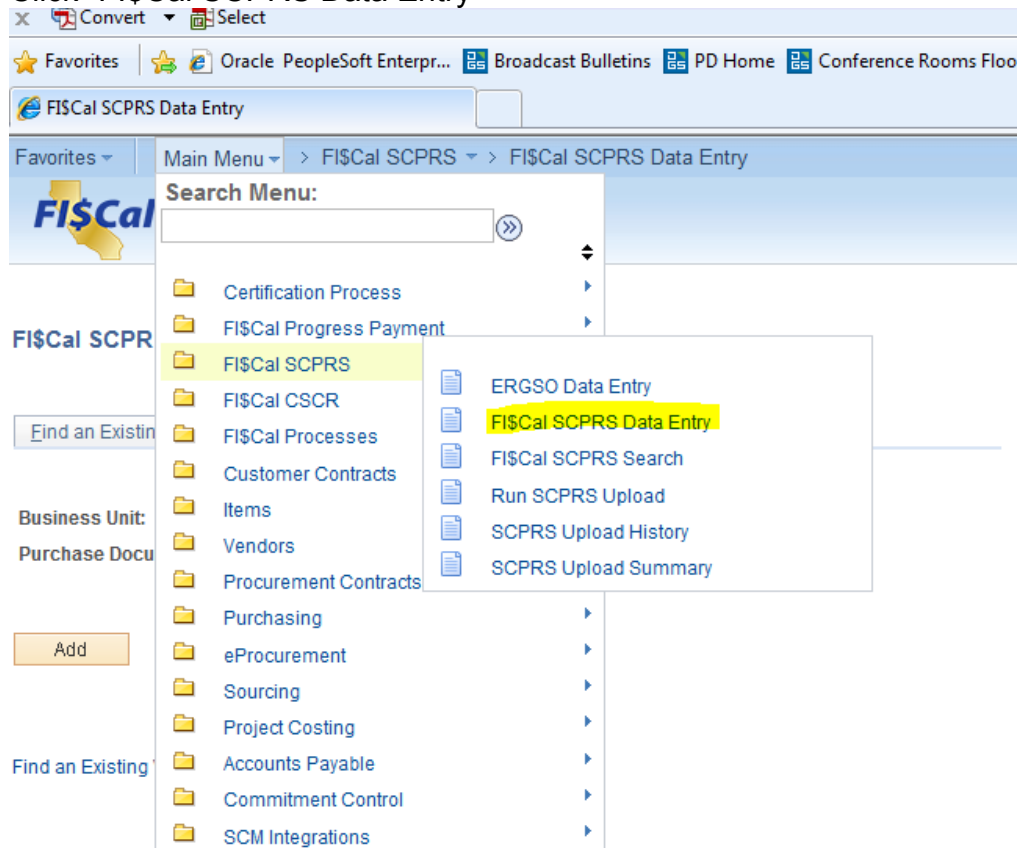
Click "Main Menu"

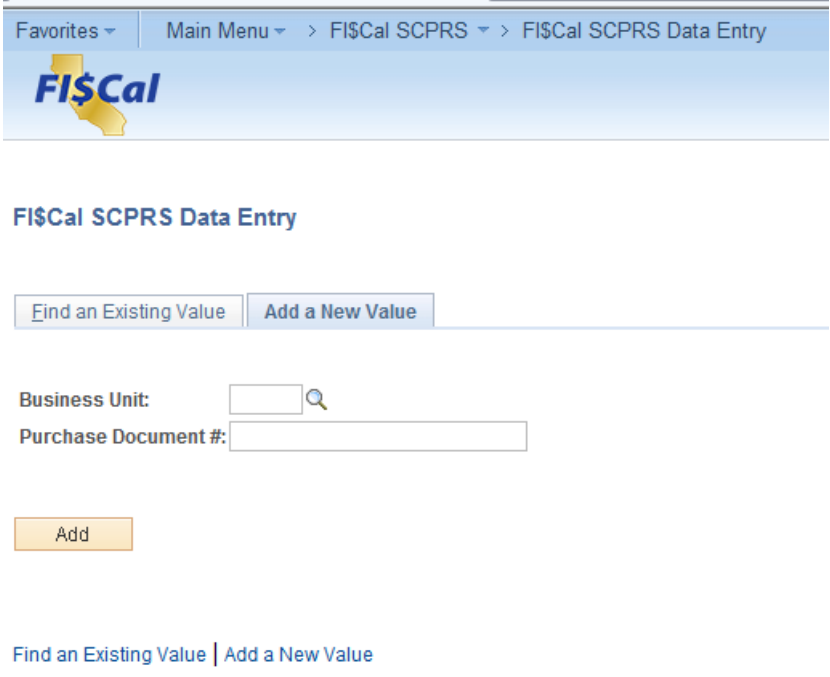
3

Click "FI\$Cal SCPRS"

4

Click "FI\$Cal SCPRS Data Entry"



5	<p>Click “Add a New Value” tab</p> 
6	Enter your 4-digit Business Unit and make up any document number
7	Click “Add”

8














Click Vendor ID look up button

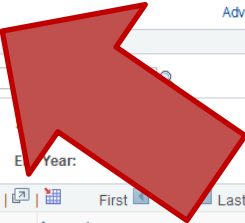
Favorites ▾ Main Menu ▾ > Fi\$Cal SCPRS ▾ > Fi\$Cal SCPRS Data Entry

Fi\$Cal

SCPRS Entry

Report SCPRS Order

Business Unit:	77601	Purchase Order Date:	06/29/2016 	*DGS Billing Code:	<input type="text"/> 	Change Order:	
Purchase Document #:	987			Change Order Reason:	<input type="text"/> 		
CalCard:	<input type="checkbox"/>	Blanket PO:	<input type="checkbox"/>	Grand Total:		Sub-Total:	
*Acquisition Type:	<input type="text"/> 						
*Acquisition Method:	<input type="text"/> 						
Department:	DGS - Statewide Procurement						
IBond:	<input type="text"/> 						
*Enter by/Buyer Contact:	<input type="text"/> 						
Comments:	<input type="text"/>						
	Attachments						
Funding:	<input type="text"/>						
*Vendor ID:	<input type="text"/> 			Advanced Vendor Search	Subcontracting and SBI/DVBE Contracting		
LPA Contracts							
LPAContractNumber:	<input type="text"/> 						
* Start Date:	<input type="text"/> 						
*End Date:	<input type="text"/> 	End Year:					
Fiscal Year Total							
Fiscal Year	Personalize	Find			First	Last	
							Amount



9

Change the Name 1 field drop down to “contains” and enter the name of your Vendor

SCPRS > FI\$Cal SCPRS Data Entry

Look Up Vendor ID

Vendor ID: begins with

Short Vendor Name: begins with

Name 1: contains

Address Line 1: begins with

County: begins with

City: begins with

Postal Code: begins with

Look Up Clear Cancel Basic

Search Results

Only the first 300 results can be displayed.

View 100

Vendor ID	Short Vendor Name	Name 1	Address Line 1
0000000001	CACOURTCL-001	CA COURT ASSN INC	PO BOX 1082
0000000002	ABLEINC-001	ABLE INC	852 WISHARD AVE
0000000003	CALSTANINC-001	CAL & STAN INC	615 N PLAZA DR
0000000004	ALMAREDINC-001	ALMARED INC	2320 STANISLAUS ST
0000000005	BUREAUOFNA-001	THE BUREAU OF NATL AFFAIRS INC	30 MAYFIELD AVE
0000000006	BUCKMASTER-001	BUCKMASTER BUSINESS MACHINES	623 W STADIUM LN
0000000007	CAPITALDAT-001	CAPITAL DATACORP	3600 MADISON AVE STE 65
0000000009	CAPITOLMOR-001	CAPITOL MORNING REPORT	1027 10TH ST STE 100
0000000010	CISCOSYS-001	CISCO SYSTEMS INC	3979 FREEDOM CIR
0000000011	CLAYTONOFF-001	CLAYTON OFFICE SUPPLY	PO BOX 215487
0000000013	COLUMBIABU-001	COLUMBIA BUSINESS FORMS INC	1493 N MONTEBELLO BLVD STE 202
0000000014	DISCOVERYO-001	DISCOVERY OFFICE SYSTEMS INC	2250 APOLLO WAY STE 100
0000000015	DDFLOORS-001	D & D FLOORS	4801 BERKSFORD ST
0000000016	ANGUSHAMER-001	ANGUS HAMER INC	4400 AUBURN BLVD STE 110
0000000017	ENPOINTETE-001	EN POINTE TECHNOLOGIES SALES INC	100 N SEPULVEDA BLVD FL 19
0000000018	WILLIAMSH-001	WILLIAM S HEIN & CO INC	1285 MAIN ST
0000000019	HORIZONCOM-001	HORIZON COMPUTER RESOURCES INC	9883 PACIFIC HEIGHTS BLVD STE A
0000000020	IMPERIALIR-001	IMPERIAL IRRIGATION DISTRICT	333 E BARIONI BLVD
0000000021	REEDELSEVI-001	REED ELSEVIER INC	9443 SPRINGBORO PIKE
0000000022	LENOVOINC-001	LENOVO INC (US)	419 DAVIS DR
0000000023	MARKETWARE-001	MARKETWARE TECHNOLOGIES	819 STRIKER AVE STE 16
0000000024	MCORP-001	M CORP	LOFT C
0000000025	FOURMAXCOM-001	FOURMAX COMPUTER COMPANY	1987 SANTA RITA RD STE F
0000000026	NEWHORIZON-001	NEW HORIZONS CLC OF SACRAMENTO	1750 CREEKSIDE OAKS DR STE 150
0000000027	OFFICEMAXC-001	OFFICEMAX CONTRACT INC	FILE 42256
0000000028	SACRAMENTO-001	SACRAMENTO REGIONAL TRANSIT DISTRICT	4400 38TH ST

10 Click “Look Up” button

11 Note the Vendor ID and copy it down

If your Vendor cannot be found, the individual(s) in your department that have the FI\$Cal Vendor Processor role will need to enter the Vendor information and scan and attach the signed Std. 204 inside the FI\$Cal system.

For questions on how to add a vendor, please contact the FI\$Cal Service Center fiscalservicecenter@fiscal.ca.gov.

12 Close out of this screen, and do not save